



**ALABAMA
HISTORICAL
COMMISSION**
The State Historic Preservation Office

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POLICY FOR REVIEWING ALABAMA HISTORICAL COMMISSION FILES

We ask that all visitors abide by the following Alabama Historical Commission (AHC) guidelines when researching the National Register, Alabama Register and Architectural Survey files.

BEFORE YOUR VISIT...

- Two appointments are available Monday through Friday—a morning appointment, **8:30 am to 11:30 am**, and an afternoon appointment, **1:30 pm until 4:30 pm**.
- Appointments can be made by contacting Lee Anne Wofford or Susan Enzweiler, **preferably by email**, at least **2 working days** in advance. When making appointments, please provide the county(ies) of interest, an emergency contact number where you can be reached the day of your appointment, and if you prefer the morning and/or the afternoon appointment.
- The AHC will be closed for official state holidays (www.alabama.gov/stateemployees/state_holidays.php).

DURING YOUR VISIT...

- An AHC staff member must be present when researchers are using the files. However, AHC staff will not perform file searches or make copies for you.
- Please turn cell phones to silent or vibrate during your visit. Step in to the lobby or go outside while using a cell phone.
- Internet access is not available for researchers.
- Only designated AHC staff can photocopy documents containing private information. Otherwise, researchers are responsible for copying documents.
- When using the copy machine, the AHC Copy Policy will apply: the first 15 copies are free of charge; each page thereafter will be \$.15. Only **exact change** or **checks** payable to the Alabama Historical Commission will be accepted. **Payment is due the day of the appointment.**
- We ask that each researcher fill out an Inventory Usage Form for AHC administration purposes.

For questions about this policy or to set up an appointment, please contact:

Lee Anne Wofford.....LeeAnne.Wofford@preserveala.org or (334)230-2659

Susan Enzweiler.....Susan.Enzweiler@preserveala.org or (334)230-2644